

Board of Selectmen Minutes
Meeting – May 7, 2014

Present: Selectmen – Mark Gilmore, Carolyn Shores Ness, David Wolfram
Interim Town Administrator – Kayce Warren

The meeting was called to order by Ms. Ness at 6:30 pm in the Town Hall at 8 Conway Street. Mr. Gilmore arrived a bit later.

Minutes: Minutes of the April 23, 2014 meeting were accepted as written in a motion made by Mr. Wolfram, seconded by Ms. Ness, and voted.

Public Comments: Several residents were present to discuss the drainage issues on Kelleher Drive and Bloody Brook. In one instance roadwork has raised the level of the road causing flooding of a driveway. In another situation a drainage system, no one seems to know the location of, has failed creating a flooding problem when there is even a little rain. Mr. Patterson said some of the problem stems from farmers allowing drainage ditches to become clogged. Another neighbor reported a problem with a ditch that doesn't drain. Mr. Wolfram spoke of a problem when DEP required that sump pumps be removed from the sewer system. The suggestion was made that a site visit be made to see what can be done. A tentative date of May 28 at 6:00 was set.

Selectmen's Comments/ Announcements:

- Old Home Day will be May 17th this year. Ms. Ness read a list of activities for the event which is sponsored by the Rec. Department.
- Ms. Ness thanked everyone for another successful River Road clean-up.
- Transfer Station Stickers for FY'15 are now available.
- Ms. Ness reported at the Regional Selectmen Association's meeting announcement was made that the Chapter 70 formula is being reviewed; Chapter 90 money funding will be released early; and the state will continue to fund its portion of CPA funds for FY'2015.
- Candidates reception has been scheduled for May 14th at town hall from 5-6 pm. Questions for the candidates may be submitted to the Board for use during interviews that will begin at 6:00 pm. No anonymous questions will be accepted.

Board of Health Comments/ Announcements:

- Ms. Ness explained the free program for getting ticks tested. She has tested the process and said it works.

Hearings/ Appearances before the Board:

- **Assessors** - Present: John Coderre, Francis "Skip" Sobieski
Mr. Coderre presented a request that the Board appoint Bruce St. Peters to the vacant position so that there would continue to be two certified Assessors on the Board. He explained the circumstances, created by the unexpected resignation of a member, leaving the Board with only one certified person. After discussion of the certification process, and assurance that Mr. St. Peters was willing to be appointed (even though he had not run for re-election) **motions were made by Mr. Coderre and Ms. Ness to appoint Bruce St. Peters. (4—1-0)** Mr. Wolfram

abstained. Later in the meeting Kip Komosa, who had campaigned for the three year position that was on the ballot, requested an explanation of the reason he was not appointed to the one year position. He was provided an explanation.

- **Energy Resources Committee:** Present- Kristan Bakker, M.A. Swedlund
Solar project at Old Deerfield Treatment Plant – Ms. Bakker advised the Board of progress on the solar project funded from Clean Energy Grant, energy conservation money in the WWTP budget, and incentive DOER money through WMECO. When complete the savings in energy use is expected to be \$6,820. With added energy conservation measures the savings would be around \$9,000 annually at today's rates. The expected life of the panels is 20 – 30 years. The Town will own the system. Placement of the panels will be above the "Irene" mark with climate change in mind. Ms. Ness requested creating a climate change file, as this is becoming an important ingredient in grants for future projects.

The RFP is currently being reviewed by DOER. It will appear in the Central Register and if all goes well installation could happen this fall. The Conservation Commission has approved the project, but it will need to go before the Planning Board and ZBA. **The Board agreed to waive any town agency fees.**

Future Grants – The Town is benefitting from the grants received. However, applying and following-up on the reporting for grants received will require more administrative support than the committee can provide. Ms. Swedlund made some suggestions for getting the needed help: 1.) DOER is offering assistance for a shared energy manager, 2.) Possibly the new Town Administrator could assume this responsibility, or 3.) The FRCOG and DOER could be convinced to support a circuit rider to support several towns. Concern was raised about keeping an eye on the energy saving measures taken to be sure they are really happening. For example, who is the watch-dog checking on the Siemens installations? Mr. Patterson said one of his foremen is in charge of building maintenance and should be involved in this.

Sign at the Library – The sign at the Library needs to be redone. Cost to do this is expected to be \$700.00

- **Streetlights** - In response to a request from some elderly residents to have a street light on North Main Street restored, the Energy Resources Committee stated that it is not the town's responsibility to provide lighting for security purposes. Street lights are for traffic and pedestrian safety. Since the Police Chief was supportive of the request, but may not have been aware of the streetlight policy, a copy will be provided to him.

Discussion/Decision Items:

- **Highway** – Present: Shawn Patterson
Mr. Patterson advised the board that in order to have workers available more hours, while keeping the work week at forty (40) hours, he has authorized some workers to work four (4) ten hour days and others to work five (5) eight hour days. The Board approved this decision.

- **Re-organization of Inspections Department-** Present: Dick Calisewski

Mr. Calisewski advised the Board that the Town faces a downgrade in its insurance classification unless some changes are made in the inspection process. Accordingly, he with the assistance of Ms. Warren prepared a plan for re-organizing the inspection department to make it compliant. The change would include process for issuing permits, setting fees, and filing of permits (both in progress and completed). The permitting process will change from fee based to time based with inspectors being paid on an hourly rate. The plan is a work in progress to be tested during the period May 15 – June 30, and revised if needed. **Ms. Ness made a motion, seconded by Mr. Wolfram, and unanimously voted to accept the re-organization plan, as presented.**

- **STRAP Grant:** Shawn Patterson

Mr. Patterson reported that the Town has received \$952,463 for work on River Road.

- **Budget planning** - The Board recently received a letter from the Sunderland Selectmen outlining some of the budgeting concerns it has moving forward. The Board thought this was helpful and discussed preparing a similar letter to neighboring towns detailing issues that Deerfield faces. Concerns for Deerfield include the effect of non-profits on the Town. Other “heavy hitters” are schools (especially understanding the true cost of school choice), the new ambulance service, and highway expenses. Follow-up on a town meeting discussion about CPA funds with the establishment of a committee to investigate this further needs to happen. Mr. Gilmore commented that what the Town currently has is an unsustainable budget. The June 4th meeting was tentatively set to continue this discussion.

Ms. Ness reported that there will be change in handling Veterans’ benefits that will affect the way the Town budgets for this item. Mr. Coderre said that the Town will take a 6 million dollar hit as companies change from LLCs to Corporations, paying taxes to the state instead of the town.

- **One Day Liquor Licenses** – 1) A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to waive the fee for the D2R2 Randonee Bike Tour Special Liquor License was waived. 2) A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to approve a Special Liquor License for a May 20, 2014 event. 3) A motion was made by Mr. Gilmore, seconded by Mr. Wolfram, and unanimously voted, to use signature stamps to sign the above permits.

- **Data Collection** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted to authorize Mr. Gilmore to sign a release letter for collection of electricity consumption data. The vote was 2 in favor, and one abstention. (2-0-1) Mr. Gilmore abstained.

- **Resignation** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to accept with thanks and regret the resignation of the Alternate Wiring Inspector, Bruce St. Peters.

- **Transfer of Funds** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to transfer \$5,000 from the Police payroll account to Police expense account.
- **Dog matters** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to authorize the Chair to sign the renewal contract for dog control when it becomes available.
- **Parking Ban** - A motion was made by Ms. Ness, seconded by Mr. Wolfram, and voted, to approve No Parking on Old Albany Road during commencement weekend, as per a plan by the Police Chief.
- **Interim Town Administrator Contract extension** - A motion was made by Mr. Gilmore, seconded by Ms. Ness, and unanimously voted, with approval of Kayce Warren to extend the agreement for Interim Town Administrator until the issue of Town Administrator is resolved.
- **Re-organization of the Board** – Following a discussion of rotating positions on the Board, a motion was made by Mr. Gilmore, seconded by Ms. Ness, and voted, that Ms. Ness will serve as Chair and Mr. Wolfram will be Clerk of the Board of Selectmen.

Town Administrator's Report: (attached)

Liaisons: At a future meeting the Board will define liaisons to the departments. They requested a list of all appointments. A meeting needs to be held with the Rec Department before the end of June so there can be a sharing of expectations of the Town and plans of the Rec Department.

The next Board of Selectmen meetings will be May 21, 2014 and June 4, 2014.

A motion was then made, seconded, and voted to adjourn with the signing of Warrant # 14-23.

Respectfully submitted,
Priscilla Phelps

Document list: Reorganization of Inspections Department
Interim Town Administrator's Report